



MISSISSIPPI STATE DEPARTMENT OF HEALTH

About the Position: The Office of Preventive Health and Health Equity is currently hiring for the position of Administrative Assistant Support IV. The ideal candidate will provide professional level administrative support to the office and the Administrative Support Team Lead. The work is repetitive but demands a high level of accuracy. Some of the job duties will include: Processing payment and purchase requests for multiple programs, Monitoring payment activity in MAGIC, Maintain an active spreadsheets with payment activities, Process contract payroll to be submitted to Finance & Accounts, Preparing memos and like documents, Scheduling calendar events, Maintaining current filing systems, Monitoring office supplies, Managing front desk (answering phones, greeting, and assisting clients), Attending off-site functions as required, Assisting Administrative Team Lead as needed, Comprehend all agency systems necessary to complete daily assignments, and Other like duties as assigned.

What You'll Need to be Successful: A minimum of three to five years clerical or customer service support, Excellent communication skills, Ability to operate Microsoft Office Tools, specifically, Excel documents, Some college (degree is not required), Ability to adhere to Agency Policies and Procedures, and Familiar with Microsoft Teams, Zooms, etc.

Salary: \$38,960.24

Location(s): (1) Hinds County

Qualifications: Typically requires a High School Diploma and a relevant discipline and 3-5 years of experience. **How to Apply:** Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

The Mississippi State Department of Health
Office of Preventive Health and Health Equity
Attn: Desmone Black
P.O. Box 1700
Jackson, MS 39215
FAX (601) 576-8067

To learn more about the Mississippi State Department of Health, please visit our website @ <http://www.msdh.state.ms.us/>.